



United States Court of Appeals for the Eleventh Circuit

Motions Attorney

VACANCY ANNOUNCEMENT #: 23-9

LOCATION: Atlanta, Georgia

APPOINTMENT: Permanent/Full-Time

OPEN/CLOSING DATE: June 30, 2023 – Open Until Filled
Preference given to applications received by **July 21, 2023**.

SALARY RANGE: CL 28: \$69,958 – \$113,728
CL 29: \$83,194 – \$135,231

Starting salary is dependent upon qualifications, experience, and court funds.

If the selected candidate is appointed at the CL 28 grade, he/she will be eligible for promotion to the CL 29 grade without further competition.

ABOUT THE COURT

The United States Court of Appeals for the Eleventh Circuit was established by Congress in 1981. The circuit has jurisdiction over federal cases originating in the states of Alabama, Florida, and Georgia. The circuit includes nine district courts with each state divided into Northern, Middle, and Southern Districts.

BACKGROUND CHECK

The position of Motions Attorney is a sensitive position. The selected candidate will be subject to a background check and subsequent suitability determination and may be subject to periodic updates. The selected candidate must be able to obtain and maintain a Top Secret/SCI security clearance if needed.

POSITION OVERVIEW

The Clerk's Office is seeking an individual looking for a challenging, interesting and rewarding public service career in a fast-paced and dynamic environment to serve as a **Motions Attorney**. The individual selected will be part of the Motions Unit and will report to the Supervisory Motions Attorney.

The Motions Attorney reviews case records and filings, conducts legal research, and provides substantive legal analysis, advice, and assistance on cases pending before the Court. Most of the work to be produced will be written memoranda. The Motions Attorney must be able to convey the results of legal research and make recommendations in a clear, concise, and objective manner as well as be able to draft, proofread, and edit memoranda with accuracy and speed to meet expedited deadlines. The Motions Attorney must have the ability to maintain strict confidentiality and exercise discretion. In addition, the Motions Attorney may be called upon to give legal advice to the Court, Clerk, Chief Deputy Clerk, or other staff members regarding procedural and other issues.

The Motions Attorney may be responsible for the operations of the unit in the absence of the Supervisory Motions Attorney. The Motions Attorney occasionally performs special legal projects for the Court, or the Clerk as directed, which may include processing complaints of judicial misconduct or judicial disability.

The selected candidate will, on occasion, be required to work outside of normal business hours due to emergency filings or other issues. Travel within and outside the Circuit may be required on occasion. Some lifting may be required.

QUALIFICATIONS

Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association or the Association of American Law Schools. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research. Excellent communication and strong interpersonal skills are essential.

CL 28: Candidates must have a minimum of one year of specialized experience.

CL 29: Candidates must have a minimum of two years of specialized experience, and Admission to practice before the highest court of a state, territory, commonwealth, or possession of the United States.

SPECIALIZED EXPERIENCE: Progressively responsible experience in the practice of law, in legal research and writing, legal administration or equivalent experience, gained after graduation from law school which involved use of specialized and legal terminology; demonstrated ability to analyze problems and assess the practical implications of alternate solutions; demonstrated ability to effectively communicate with others, both orally and in writing.

EDUCATIONAL SUBSTITUTIONS: Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools; or membership on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an advanced degree (LLM or equivalent); or demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above, may be credited as one year of specialized experience.

PREFERRED QUALIFICATIONS: Litigation experience as well as experience working in a court environment, particularly federal court.

HOW TO APPLY

Qualified applicants interested in this position must submit a **single** PDF containing all of the following:

- Cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- Resume and Federal Judicial Branch Application for Employment (AO78) (Application form is available on <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- Two most recent performance evaluations or a statement that the evaluations are unavailable;
- A five-page original writing sample; and
- Names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to CO_apply@ca11.uscourts.gov (please include "Motions Attorney" in the subject line). **Please note applications that are not submitted as a single PDF or are incomplete may not receive further consideration.**

Applicants selected for interviews must travel at their own expense if interviews are not held by videoconference. Applicants will not be reimbursed for travel and relocation expenses. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

ADDITIONAL INFORMATION

Applicants must be U.S. citizens. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Judicial Branch employees are "at will" employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the "Code of Conduct for Judicial Employees," [Click here](#) to view.

Judiciary employees are entitled to benefits similar to those of other government employees including paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (See attached employee benefit summary).

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	11 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>